

U.S. DEPARTMENT OF STATE
OFFICE OF GLOBAL PARTNERSHIPS
Annual Program Statement

Funding Opportunity Title: COVID-19 Private Sector Engagement & Partnership Fund

Funding Opportunity Number: SFPO0007088
Deadline for Applications: August 27, 2021 (see Section D.4. for Submission Periods)
CFDA Number: 19.301
Total Amount Available: \$10,000,000

A. PROGRAM DESCRIPTION

A1. Executive Summary

The U.S. Department of State, Office of Global Partnerships (E/GP) is pleased to announce the **COVID-19 Private Sector Engagement & Partnership Fund** (Fund) Annual Program Statement (APS) that will be used make assistance awards. This APS is being done in partnership the U.S. Agency for International Development and concept papers may be transferred to the Agency based upon a determination of suitability for award and administration. USAID's policies and procedures will apply to concept papers that are transferred to the Agency. This APS utilizes a two-step process. Applicants must first submit a concise (5-page) concept paper designed to clearly communicate their program idea and objectives. This is not a full proposal. The purpose of the concept paper is to allow applicants to submit program ideas for evaluation prior to requiring the development of a full proposal application. After merit review of eligible concept papers, selected applicants will be invited to expand on their program idea(s) by submitting a full proposal application. Full proposals will go through a second merit review before a final funding decision is made. E/GP has outlined the process through which potential applicants may apply in Appendix 1 to this APS.

Through this APS, the Department of State (DOS) announces its desire to engage private sector partners to expand and amplify the Department's COVID-19 response. The Fund seeks to support private sector interventions and build upon private sector investments in response to the virus. The DOS broadly categorizes the private sector to include: U.S. corporations, foreign corporations, foundations, faith-based organizations, non-governmental organizations, civil society groups, Diaspora groups, service organizations, universities and other institutions of learning.

The Fund is designed to support specific Administration and Department priorities and criteria for leveraging private sector led responses to the COVID-19 virus. This APS will accept concept papers throughout the open period. The Department will utilize a rolling review schedule, please refer to Section D.4.

Interested eligible organizations should read this entire APS and follow the instructions for submitting a Concept Paper.

A2. Program

The U.S. Department of State, Office of Global Partnerships (E/GP) welcomes concept paper submissions for the FY 2020 Fund for partnerships supporting COVID-19 relief efforts around the world.

The Fund will leverage private sector contributions, technology and innovations, and pivot The Department of State's approach to how we provide technical assistance to scale up readiness and response operations in emerging markets and developing countries.

DOS and USAID have jointly developed a four pillar COVID-19 response strategy:

1. Protect American citizens overseas and maintain continuity of U.S. government operations;
2. Prevent, prepare for, respond to, and bolster health systems to address COVID-19 and re-emergence;
3. Prevent, prepare for, respond to COVID-19 in existing complex emergency responses and address potential humanitarian consequences of COVID-19;
4. Prepare for, mitigate and address second order economic, security, stabilization impacts of COVID-19 and prevent development backsliding.

The Fund will exclusively support public-private partnership programs that align with the fourth pillar.

The Department is specifically looking for concept papers that will enable people around the world to mitigate the COVID-19 virus's effects on their societies. Concepts that work to enable an economic response to the virus, such as local production of ventilators, personal protective equipment, virtual education and other economic engagement is welcome. These examples are only made for illustrative purpose and the Department welcomes hearing of the creativity from the private sector.

The Fund will build upon private sector resources and capabilities in partnership with grant resources. Leveraging the expertise and reach of U.S. corporations, local and locally established partners, such as (but not limited to) community based CBOs, faith based organizations (FBOs), and small businesses, is a key component of increasing the quality, access and sustainability of health programs at the country level. Building new effective and long-term partnerships can spur innovation and create new paths for development solutions to accelerate progress at the country and community level.

The Department is looking to leverage its resources with the private sector. "Leverage" is defined by the DOS as: Significant resources mobilized from non-U.S. Government sources. DOS seeks the mobilization of resources of other actors on a 1:1 or greater basis (i.e., 50 percent of the proposed value of the award). DOS anticipates a leveraged average of 1:4 in total over the life of all awards made under this program. Leveraged resources may include grants/awards

from non-U.S. Government organizations and other donor governments. Leveraged resources are not subject to audit and are counted as aspirational resources. Recipients failing to meet proposed leverage may not be considered for additional funding.

B. FEDERAL AWARD INFORMATION

Length of performance period: 12 to 36 months

Number of awards anticipated: Multiple

Award amounts: Anticipated award amount range is \$50,000 to \$1,000,000, however, concept papers over this amount will be considered.

Total available funding: \$10,000,000

Type of Funding: Fiscal Year 2020 Economic Support Funds

Anticipated program start date: On a rolling basis, beginning September 2020

This APS will be initially capitalized at \$10 million through the Coronavirus Preparedness and Response Supplemental that Congress has appropriated for the overseas response to the COVID-19 virus. Additional funds may be provided through other Department of State Bureaus. The funding authority for this announcement rests in the Foreign Assistance Act of 1961, as amended.

Multiple awards may be made as a result of this APS. The actual number of awards is subject to the availability of funds and the viability of concept papers received. Accordingly, DOS reserves the right to award multiple awards, one award, or no awards at all. The number of awards has not been pre-determined.

This notice is subject to availability of funding. The Department reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and the availability of funds.

Funding Instrument Type: Grant, Fixed Amount Award, or Cooperative Agreement may be awarded. Cooperative agreements are different from grants in that Department of State staff are more actively involved during project implementation. If a cooperative agreement is awarded, substantial involvement may include the following at a minimum:

- Approval of key personnel,
- Approval of program implementation plans
- Communicating with Embassy staff

Program Performance Period: Proposed programs should be completed in 36 months or less. E/GP will entertain applications for continuation grants funded under these awards beyond the initial budget period on a non-competitive basis subject to availability of funds, satisfactory progress of the program, and a determination that continued funding would be in the best interest of the U.S. Department of State.

C. ELIGIBILITY INFORMATION

C.1. Eligible Applicants

S/GP encourages applications from U.S. non-profit/non-governmental organizations (NGOs) having a 501(c)(3) status with the IRS, overseas-based non-profit/non-governmental organizations, U.S. and overseas private/state institutions of higher education, and for-profit and commercial firms.

Please note that the U.S. Department of State does not allow profit to be earned on federal assistance awards.

Please see 2 CFR 200.307 for regulations regarding program income.

C.2. Cost Sharing or Matching

Cost sharing is not required. However, the E/GP encourages applicants to provide maximum levels of cost sharing in support of its programs.

When cost sharing is offered, it is understood and agreed that the applicant must provide the amount of cost sharing as stipulated in its proposal and later included in an approved agreement. Cost sharing may be in the form of allowable direct or indirect costs. For accountability, must maintain written records to support all costs which are claimed as your contribution, as well as costs to be paid by the Federal government. Such records are subject to audit. The basis for determining the value of cash and in-kind contributions must be in accordance with the Office of Management and Budget's Guidance 2 CFR Parts 200 and 600, entitled the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. In the event you do not provide the minimum amount of cost sharing as stipulated in the approved budget, the Department's contribution may be reduced in proportion.

C.3. Other Eligibility Requirements

Applicants may submit more than one concept paper in response to this APS.

In order to be eligible to receive an award, all organizations must have a Unique Entity Identifier (UEI) number (formerly referred to as a DUNS number), as well as a valid registration on www.SAM.gov. Please see Section D.3 for information on how to obtain these registrations.

D. APPLICATION AND SUBMISSION INFORMATION

D.1. Address to Request Application Package

Applicants can find application forms and other materials need to submit a full proposal on SAMS Domestic and on Grants.gov.

D.2 Content and Form of Application Submission

Please follow all instructions below carefully. Applications that do not meet the requirements of this APS or fail to comply with the stated requirements will be ineligible.

For all submitted application documents (concept papers and full proposals), please ensure:

- The proposal clearly addresses the goals and objectives of the APS
- All documents are in English. If an original document within the application is in another language, an English translation must be provided (please note: the Department of State, as indicated in 2 CFR 200.111, requires that English is the official language of all award documents. If any documents are provided in both English and a foreign language, the English language version is the controlling version);
- All budget costs are in U.S. dollars;
- All pages are numbered, including budgets and attachments;
- All documents are formatted to 8 ½ x 11 paper; and,
- All documents are single-spaced, 12 point Times New Roman font, with 1-inch margins. Captions and footnotes may be 10 point Times New Roman font. Font sizes in charts and tables, including the budget, can be reformatted to fit within 1 page width.

Concept Papers

Complete concept paper submissions **must** include the following required documents:

1. **Concept paper** (not to exceed five [5] pages in Microsoft Word) which must contain the following information:
 - Programmatic idea;
 - Country or region of countries where the program will be carried out;
 - Amount of funding requested from DOS;
 - Leverage amount; and
 - Expected outcomes.

Please see Section E.2. below for information on DOS review of concept papers.

Full Proposals

If invited to submit a full proposal in response to a concept paper, a complete full proposal **must** include the following required documents:

1. **Mandatory application forms:** Completed and signed **SF-424**, **SF-424A**, and **SF-424B** and **SF-LLL** forms. These forms are available electronically via Grants.gov and SAMS Domestic. *Note: The SF-424B is required only for those applicants who have not registered in SAM.gov or recertified their registration in SAM.gov since February 2, 2019 and completed the online representations and certifications. The SF-LLL is required for applicants that may engage in lobbying activities.*
2. **Table of Contents** (not to exceed one [1] page in Microsoft Word) that includes a page numbered contents page, including any attachments.

3. **Executive Summary** (not to exceed two [2] pages in Microsoft Word) that includes:
 - a. The target country/countries and thematic area;
 - b. Name and contact information for the project's main point of contact;
 - c. The total amount of funding requested and project length;
 - d. A statement of work or synopsis of the project, including a concise breakdown of the project's objectives, activities, and expected results; and,
 - e. A brief statement on how the project is innovative, sustainable, and will have a demonstrated impact.
4. **Proposal Narrative** (not to exceed ten [10] pages, single-spaced, 12-point Times New Roman font in Microsoft Word, at least one-inch margins). Please note the 10-page limit does not include the Table of Contents, Executive Summary, Attachments, Audit, Detailed Budget, Budget Narrative, or Negotiated Indirect Cost Rate Agreement (NICRA). Applicants are encouraged to submit multiple documents in a single Microsoft Word or Adobe file, (i.e., Table of Contents, Executive Summary, and Proposal Narrative in one file).
5. **Summary and Detailed Line-Item Budget** (in Microsoft Excel) that includes three [3] columns including the request to EAP, any cost sharing contribution, and total budget (see below for more information on budget format). **The federal share requested should not exceed the amount of funds available under section B.** A summary budget should also be included using the OMB approved budget categories (see SF-424A for budget categories). Costs must be in U.S. dollars. Detailed line-item budgets for sub-awardees should be included in additional tabs within the excel workbook. A template budget is provided, but is not required, as long as the submitted budget follows OMB budget categories.
6. **Budget Narrative** (in Microsoft Word) that includes substantive explanations and justifications for each line item in the detailed budget spreadsheet, as well as the source and a description of all cost-share offered. For ease of review, GP recommends applicants order the budget narrative as presented in the detailed budget. Personnel costs must include a clarification of the roles and responsibilities of all staff, base salary, and percentage of time devoted to the project. The budget narrative should support the activities described in the proposal and provide additional information that might not be readily apparent in the detailed-line item budget, not simply repeat what is represented numerically in the budget, i.e. salaries are for salaries or travel is for travel. The budget narrative should also explain any cost share provided.
7. **Attachments** (not to exceed thirteen [7] pages total, preferably in Microsoft Word) that include the following in order:
 - a. Logic model – Page 1-2. The logic model must demonstrate how the project will have an impact on its proposed objectives.
 - b. Monitoring and Evaluation (M&E) Plan – Narrative and Indicator Table – Page 3-8: Please see Appendix 2 for Monitoring and Evaluation Information and Guidance.

- c. Timeline of the overall proposal – Page 9: Components should include activities, evaluation efforts, and project closeout:

Primary Activities, Deliverables and/ or Milestones	FY21 Q1	FY21 Q2	FY21 Q3	FY21 Q4	FY22 Q1	FY22 Q2	FY22 Q3
Project Monitoring Plan	X						
Activity 1.1	X	X	X	X			
Activity 1.2		X	X	X			
Activity 2.1				X	X		
Etc.					X	X	X

- d. Additional optional attachments – Page 10-13: Attachments may include further timeline information, letters of support, memorandums of understanding/agreement, etc. If applicable, a Letter of Disclosure for proposed consultants/personnel of potential conflicts of interest, employment with a local/state/federal government. Letters of support and MOUs must be specific to the projects implementation (e.g. from proposed partners or sub-award recipients) and will not count towards the page limit.

8. C.V.s for all key program personnel

9. **NICRA:** If your organization has a Negotiated Indirect Cost Rate Agreement (NICRA) and includes NICRA charges in the budget, your most recent NICRA should be included as a PDF file. This document will not be reviewed by the panelists, but rather used by project and grant staff if the submission is recommended for funding and therefore does not count against the submission page limitations. If your proposal involves subawards to organizations charging indirect costs, please submit the applicable NICRA). Per 2 CFR200.414(f), organizations that have never had a NICRA may request a de minimis indirect rate of up to 10% of the Modified Total Direct Costs (MTDC) as defined in 2 CFR 200.68. *MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000.* The budget narrative must indicate what costs will be covered using the 10% de minimis rate.

10. A copy of your organization's most **recent audit** (single audit, if applicable, is required, otherwise standard audit)

E/GP retains the right to ask for additional documents not included in this APS.

Applicants recommended to receive funding may be asked to submit additional information after notification of intent to make a Federal award, but prior to issuance of a Federal award. This information may include:

- Written responses and any revised application documents addressing any conditions or recommendations from the Review Panel;
- Completion of the Department's Financial Management Survey, if receiving funding for the first time or requested by the Grants Officer;
- Submission of required documents to register in the Payment Management System managed by the Department of Health and Human Services, if receiving E/GP funding for the first time, unless an exemption is provided;
- Other requested information or documents included in the notification of intent to make a Federal award or subsequent communications prior to issuance of a Federal award.

D.3. Unique Entity Identifier and System for Award Management (SAM.gov)

Required Registrations:

All organizations applying for grants (except individuals) must obtain these registrations. All are free of charge:

- Unique Identifier Number from Dun & Bradstreet (DUNS number)
- NCAGE/CAGE code
- www.SAM.gov registration

Step 1: Apply for a UEI/DUNS number and an NCAGE number (these can be completed simultaneously)

DUNS application: Organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet, if your organization does not have one already, you may obtain one by calling 1-866-705-5711 or visiting

<http://fedgov.dnb.com/webform/displayHomePage.do;jsessionid=81407B1F03F2BDB123DD47D19158B75F>. <http://fedgov.dnb.com/webform>

NCAGE application: Application page here

<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>

Instructions for the NCAGE application process:

<https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf>

For help from within the U.S., call 1-888-227-2423

For help from outside the U.S., call 1-269-961-7766

Email NCAGE@dlis.dla.mil for any problems in getting an NCAGE code.

Step 2: After receiving the NCAGE Code, proceed to register in SAM by logging onto:

<https://www.sam.gov>. SAM registration must be renewed annually.

Applicants must have an active registration in SAM (www.sam.gov) prior to submitting an application, must prove a valid Unique Entity Identifier (UEI) number, formerly referred to as a DUNS number, and must continue to maintain an active SAM.gov registration with current

information at all times during which it has an active Federal award or an application or plan under consideration by the U.S. government. If an organization does not have an active registration in SAM.gov prior to submitting an application, the application will be deemed ineligible. Note: The process of obtaining a SAM.gov registration may take anywhere from 4-8 weeks. Please begin your registration as early as possible.

The Unique Entity Identifier (UEI) is one of the data elements mandated by Public Law 109-282, the Federal Funding Accountability and Transparency Act (FFATA), for all Federal awards. SAM is the Federal government's primary database for complying with FFATA reporting requirements. OMB designated SAM as the central repository to facilitate applicant and recipient use of a single public website that consolidates data on all federal financial assistance. Under the law, it is mandatory to obtain a UEI number and register in SAM.

SAM requires all entities to renew their registration once a year in order to maintain an active registration status in SAM. It is the responsibility of the applicant to ensure it has an active registration in SAM and to also maintain its active registration in SAM.

An exemption from this requirement may be permitted on a case-by-case basis if the applicant's identity must be protected due to possible endangerment of their mission, their organization's status, their employees, or individuals being served by the applicant. Organizations requesting an exemption should email the point of contact listed in Section G of this NOFO.

Please note: foreign organizations will be required to register with the NATO Support Agency (NSPA) to receive a NATO Commercial and Government Entity (NCAGE) code in order to register in SAM. NSPA will forward your registration request to the applicable National Codification Bureau (NCB) if your organization is located in a NATO or Tier 2 Sponsored Non-NATO Nation. (As of January 2015, NATO nations included Albania, Belgium, Bulgaria, Canada, Croatia, Czech Republic, Denmark, Estonia, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxembourg, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Turkey, United Kingdom, and the United States of America; and Tier 2 nations included Australia, Austria, Brazil, Finland, Israel, Republic of Korea, Malaysia, Morocco, New Zealand, Serbia, and Singapore.)

NSPA and/or the appropriate NCB forwards all NCAGE code information to all Allied Committee 135 (AC/135) nations, which as of January 2015 also included Afghanistan, Argentina, Bosnia & Herzegovina, Brunei Darussalam, Chile, Colombia, Egypt, Georgia, India, Indonesia, Japan, Jordan, Montenegro, Oman, Papua New Guinea, Peru, Saudi Arabia, South Africa, Sweden, Thailand, Republic of Macedonia, Ukraine, and the United Arab Emirates.

D.4.Submission Dates and Times

The Office of Global Partnerships will accept concept papers throughout the open period and will review concept papers on a rolling basis. Concept papers will be reviewed within 30 days from the date of receipt of the concept paper. Selected applicants will be notified and invited to submit a full proposal within 45 days from the date of submission of the concept paper. Selected applicants will have 45 days from the date of notification by E/GP to submit a full proposal.

The closing date for this announcement is 11:59PM Eastern Time on August 27, 2021. Please note that projects will be funded on a rolling basis. DOS reserves the right to close this announcement sooner than the given date if the available amount of funding has been awarded.

Grants.gov and SAMS Domestic both automatically log the date and time application submission is made, and the Department of State will use this information to determine whether an application has been submitted on time. Late applications are neither reviewed nor considered. Applicants should not expect a notification upon DOS receiving their application.

If ultimately provided with a notification of intent to make a Federal award, applicants typically have two to three weeks to provide additional information and documents requested in the notification of intent. The deadlines may vary in each notification of intent and applicants must adhere to the stated deadline in the notification of intent.

If a concept paper is determined to meet the criteria stated below and is of sufficient interest to the DOS, the applicant will be invited to submit a full proposal for review and potential funding. The DOS may provide additional input to the applicant on their concept paper that can be used in designing a full proposal. Full proposals must be submitted within 45 days of notification from DOS that the concept paper has been reviewed favorably.

D.5 Funding Restrictions

E/GP will not consider applications that reflect any type of support for any member, affiliate, or representative of a designated terrorist organization. No entity listed on the Excluded Parties List System in SAM is eligible for any assistance.

Federal awards generally will not allow reimbursement of pre-award costs; however, the Grants Officer may approve pre-award costs on a case-by-case basis.

D.6 Other Submission Requirements

All concept paper applications must be submitted via email to PPPCOVID19Fund@state.gov. Concept paper applications submitted via SAMS Domestic or Grants.gov will be deemed ineligible and will not be reviewed. Concept papers should not be submitted directly to an Embassy, consulate or USAID Mission.

Full proposal applications must be submitted electronically through either SAMS Domestic (<https://mygrants.service-now.com>) or Grants.gov (www.grants.gov). Both systems require registration by the applicant. Full proposal applications submitted via email will not be reviewed. Applicants may not submit a full proposal application unless explicitly requested to do so by E/GP. Unsolicited full proposals will be deemed ineligible and will not be reviewed.

SAMS Domestic Applications:

Applicants using SAMS Domestic for the first time should complete their “New Organization Registration.” To register with SAMS Domestic, go to <https://mygrants.servicenowservices.com> follow the “create an account” link. Users will then complete the form with the requested

information and click “submit.” A confirmation email will be sent once the account has been created. If users are experiencing difficulties obtaining a user login and completing the registration process, please contact ILMS Support. ILMS Support (SAMS Domestic Help Desk):

For assistance with SAMS Domestic accounts and technical issues related to the system, please contact the ILMS Support by phone at 1-888-313-4567 (toll charges for international callers) or through the Self Service online portal that can be accessed from <https://afsitsm.service-now.com/ilms/home>. Customer Support is available 24/7/365.

Grants.gov Applications:

The Grants.gov registration process can take 10 business days or longer, even if all registration steps are completed in a timely manner. Please refer to the Grants.gov website for definitions of various "application statuses" and the difference between a submission receipt and a submission validation. Applicants will receive a validation e-mail from Grants.gov upon the successful submission of an application. Validation of an electronic submission via Grants.gov can take up to two business days.

Grants.gov Help Desk:

For assistance with Grants.gov, please call the Contact Center at +1 (800) 518-4726 or email support@grants.gov. The Contact Center is available 24 hours a day, seven days a week (except federal holidays).

It is the responsibility of all applicant to ensure that it has an active registration in SAMS Domestic or Grants.gov and that its application has been received by SAMS Domestic Grants.gov in their entirety. E/GP bears no responsibility for disqualification that result from applicants not being registered before the due date or for data errors resulting from transmission or conversion processes.

Faxed or couriered documents will not be accepted. Reasonable accommodations may, in appropriate circumstances, be provided to applicants with disabilities or for security reasons.

Applicants must follow all formatting instructions in the applicable solicitation and these instructions.

E. APPLICATION REVIEW INFORMATION

E.1. Criteria

Each technically eligible concept paper and full application (as delineated below) will be evaluated and rated on the basis of the evaluation criteria outlined below. NOTE: These criteria are not rank ordered, and all carry equal weight in the evaluation.

Criteria for Concept Papers:

1. *Quality of Program Idea and Ability to Achieve Objectives:*

The concept paper should detail the efforts being undertaken by the proposing organization to support communities affected by the COVID-19 virus. The program objectives should be stated clearly and should reflect regional expertise as well as capacity in taking their actions to scale. Objectives must respond to pillar four of the DOS-USAID COVID-19 Response Strategy and must relate to the current conditions in the target country/countries. The paper must include a description of the major tasks and activities and a timeline with expected outcomes. Responsibilities of proposed partners including contractors, sub-grantees and regional/in-country partners, if applicable, must be described.

2. *Cost Effectiveness and Leveraging:*

The concept paper must provide an estimated cost for the activities. Applicant organizations must provide at minimum a 1:1 leverage ratio and also are strongly encouraged to cost-share a portion of overhead and administrative expenses and/or find innovative ways to off-set costs.

Criteria for Full Proposals:

1. *Quality of Program Idea and Ability to Achieve Objectives:*

The proposal should detail the efforts being undertaken by the proposing organization to support communities affected by the COVID-19 virus. The program objectives should be stated clearly and should reflect regional expertise as well as capacity in taking their actions to scale. Objectives should respond to the topics in this solicitation and should relate to the current conditions in the target country/countries. Timelines should be comprehensive in nature and include deadlines for completion of all major tasks and activities. The programming should be described in detail with expected outcomes. The proposal should explain how these elements will be integrated into and support the program objectives. Responsibilities of proposed partners including contractors, sub-grantees and regional/in-country partners, if applicable, should be clearly described. Proposed personnel and institutional resources should be adequate and appropriate to achieve the program's goals.

2. *Cost Effectiveness and Leveraging:*

Overhead and administrative costs in the proposal budget, including salaries, honoraria and subcontracts for services should be reasonable, while ensuring proper support for program activities. Applicant organizations must provide at minimum a 1:1 leverage ratio and also are strongly encouraged to cost-share a portion of overhead and administrative expenses and/or find innovative ways to off-set costs. Cost-sharing and in-kind contributions, including contributions from the applicant organization, proposed in-country partner(s), and other sources should be included in the budget or budget notes. Please address how the program will utilize innovative tools, low-carbon technologies, and socially responsible approaches to program implementation, including web-based

and other technologies, to reduce the program's carbon footprint and be a faithful steward of federal resources.

3. *Multiplier Effect/Follow-on Activities:*

The proposed program should strengthen host country efforts, including maximum sharing of information and the establishment of long-term recovery efforts. Emphasis should be placed on how the proposed program will positively impact communities affected by COVID-19 and how the effort will maximize the United States role in assisting other countries and around the globe.

4. *Project Evaluation:*

The proposal should include a detailed plan to evaluate the program, both as activities unfold and at the end of the program. Special emphasis should be placed on evaluating the effectiveness of the program's stated goals and objectives. Program objectives should target clearly defined results in quantitative terms. Competitive evaluation plans will describe how results are measured, including the evaluative methodology and tools to be utilized. Proposals may include draft data collection instruments and sample data sets.

5. *Institutional Capacity and Track Record:*

The proposal should demonstrate an institutional record of successful management of complex programs, including online platforms, knowledge management systems, network building, and programming. Proposals should also demonstrate what on the ground presence the organization has to help achieve rapid results. The proposal should further state a track record of responsible fiscal management and compliance with all reporting requirements for any past DOS awards (grants or cooperative agreements). The E/GP will consider the past performance of prior recipients and the demonstrated potential of new applicants.

E.2. Review and Selection Process

The Office of Global Partnerships will review all concept papers and proposals for technical eligibility. Concept papers and proposals will be deemed ineligible if they do not fully adhere to the guidelines stated herein. All eligible concept papers and proposals will be reviewed by The Fund Management team, as well as the U.S. Development Finance Corporation and State Department regional bureaus, where appropriate.

The selection committee, let by technical staff, will evaluate concept papers using the merit criteria described in E.1. If a concept paper is conditionally recommended by the committee, the applicant will be invited to submit a full application proposal. The applicant will have 45 days from the date of notification to submit a full proposal. The full proposal will be reviewed by the selection committee using the criteria described in E.1. If the full proposal is recommended for funding, the applicant's proposal will be referred to the responsible Grants Officer to begin negotiations.

Note: Eligible proposals will be subject to compliance with Federal and Bureau regulations and guidelines and forwarded to Bureau review panels for advisory review. Proposals may also be reviewed by the Office of the Legal Adviser or by other Department elements. All awards will be assessed for risk prior to their issuance. Funding recommendations are at the discretion of the U.S. Department of State's Assistant Secretary for Economic Growth, Energy and Environment. Final decision authority for assistance awards resides with the Bureau's Grants Officer.

E.3. FAPIIS

For any Federal award under a notice of funding opportunity, if the Federal awarding agency anticipates that the total Federal share will be greater than the simplified acquisition threshold on any Federal award under a notice of funding opportunity may include, over the period of performance (see §200.88 Simplified Acquisition Threshold), this section must also inform applicants:

- i. That the Federal awarding agency, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (see 41 U.S.C. 2313);
- ii. That an applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM;
- iii. That the Federal awarding agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in §200.205 Federal awarding agency review of risk posed by applicants.

E.4. Anticipated Announcement and Federal Award Dates

Concept papers will be reviewed on a rolling basis. Please refer to Section D.4. for full information.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

F.1. Federal Award Notices

DOS will provide a separate notification to applicants on the result of their concept papers.

The grant award or cooperative agreement will be written, signed, awarded, and administered by the Grants Officer. The assistance award agreement is the authorizing document, and it will be provided to the recipient for review and signature by email. The recipient may only start incurring program expenses beginning on the start date shown on the grant award document signed by the Grants Officer.

If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding. Renewal of an award to increase funding or extend the period of performance is at the discretion of the Department of State.

Issuance of this NOFO does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received.

F.2. Administrative and National Policy Requirements

The Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards set forth in 2 CFR Chapter 200 (Sub-Chapters A through F) shall apply to all non-Federal entities. Sub-Chapters A through E shall apply to all foreign organizations, and Sub-Chapters A through D shall apply to all U.S. and foreign for-profit entities.

The applicant/recipient of the award and any sub-recipient under the award must comply with all applicable terms and conditions, in addition to the assurance and certifications made part of the Notice of Award. The Department's Standard Terms and Conditions can be viewed at <https://www.state.gov/m/a/ofo/index.htm>.

Before submitting an application, applicants should review all the terms and conditions and required certifications which will apply to this award, to ensure that they will be able to comply.

F.3. Reporting

Reporting Requirements: Recipients will be required to submit financial reports and program reports. The award document will specify how often these reports must be submitted.

1. **Progress Reports:** Performance Progress Reports (PPRs) shall be required at a minimum annually and no more frequently than quarterly. The notice of award document will specify how often the report must be submitted. Progress reports are due 30 days after the end of the reporting period and must be uploaded to SAMS Domestic. Narrative progress reports should reflect the focus on measuring the project's impact on the overarching objectives and should be compiled according to the objectives, outcomes, and outputs as outlined in the award's Scope of Work (SOW) and in the Monitoring and Evaluation (M&E) Statement. An assessment of the overall project's impact should be included in each progress report. Where relevant, progress reports should include the following sections:
 - Relevant contextual information (limited);
 - Explanation and evaluation of significant activities of the reporting period and how the activities reflect progress toward achieving objectives, including meeting benchmarks/targets as set in the M&E plan. In addition, attach the M&E plan, comparing the target and actual numbers for the indicators;
 - Any tangible impact or success stories from the project, when possible;

- Copy of mid-term and/or final evaluation report(s) conducted by an external evaluator; if applicable;
- Relevant supporting documentation or products related to the project activities (such as articles, meeting lists and agendas, participant surveys, photos, manuals, etc.) as separate attachments;
- Description of how the Recipient is pursuing sustainability, including looking for sources of follow-on funding;
- Any problems/challenges in implementing the project and a corrective action plan with an updated timeline of activities;
- Reasons why established goals were not met;
- Proposed activities for the next quarter;
- Additional pertinent information, including analysis and explanation of cost overruns or high unit costs, if applicable.

Note: Award recipients will be required to maintain specific data on program participants and activities in an electronically accessible database format that can be shared with the DOS as required.

1. Financial Reports: The recipient is required to submit quarterly financial reports through the project period. The Federal Financial Report (FFR or SF-425) is the required form for the financial reports. If the recipient will receive funds through the Payment Management System (PMS), the recipient will be required to complete financial reports in PMS. Financial reports are due 30 days after the end of the reporting period.
2. Final Report: A final narrative report and financial report will be required within 90 days after the completion of the award. The final narrative should include an in-depth impact assessment and/or project evaluation. The final program report shall include a separate concise, one-page document summarizing program outcomes.

Please note: Delays in reporting may result in delays of payment approvals and failure to provide required reports may jeopardize the recipients' ability to receive future U.S. government funds

DOS reserves the right to request any additional programmatic and/or financial project information during the award period of performance.

G. FEDERAL AWARDING AGENCY CONTACTS

If you have any questions about this APS, please contact the U.S. Department of State, Office of Global Partnerships (E/GP) at PPPCOVID19Fund@state.gov.

All correspondence with the E/GP concerning this APS should reference the title and funding opportunity number listed at the top of this solicitation.

H. OTHER INFORMATION

DOS understands that some information contained in applications may be considered sensitive or proprietary and will make appropriate efforts to protect such information. However, applicants are advised that E/GP cannot guarantee that such information will not be disclosed, including pursuant to the Freedom of Information Act (FOIA) or other similar statutes.

The information in this APS is binding and may not be modified by any E/GP representative. Explanatory information provided by E/GP that contradicts this language will not be binding. Issuance of the APS and negotiation of applications does not constitute an award commitment on the part of the U.S. government. E/GP reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the project evaluation requirements.

Issuance of this APS does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. The U.S. government reserves the right to reject any or all proposals received.

This APS will appear on Grants.gov and SAMS Domestic.

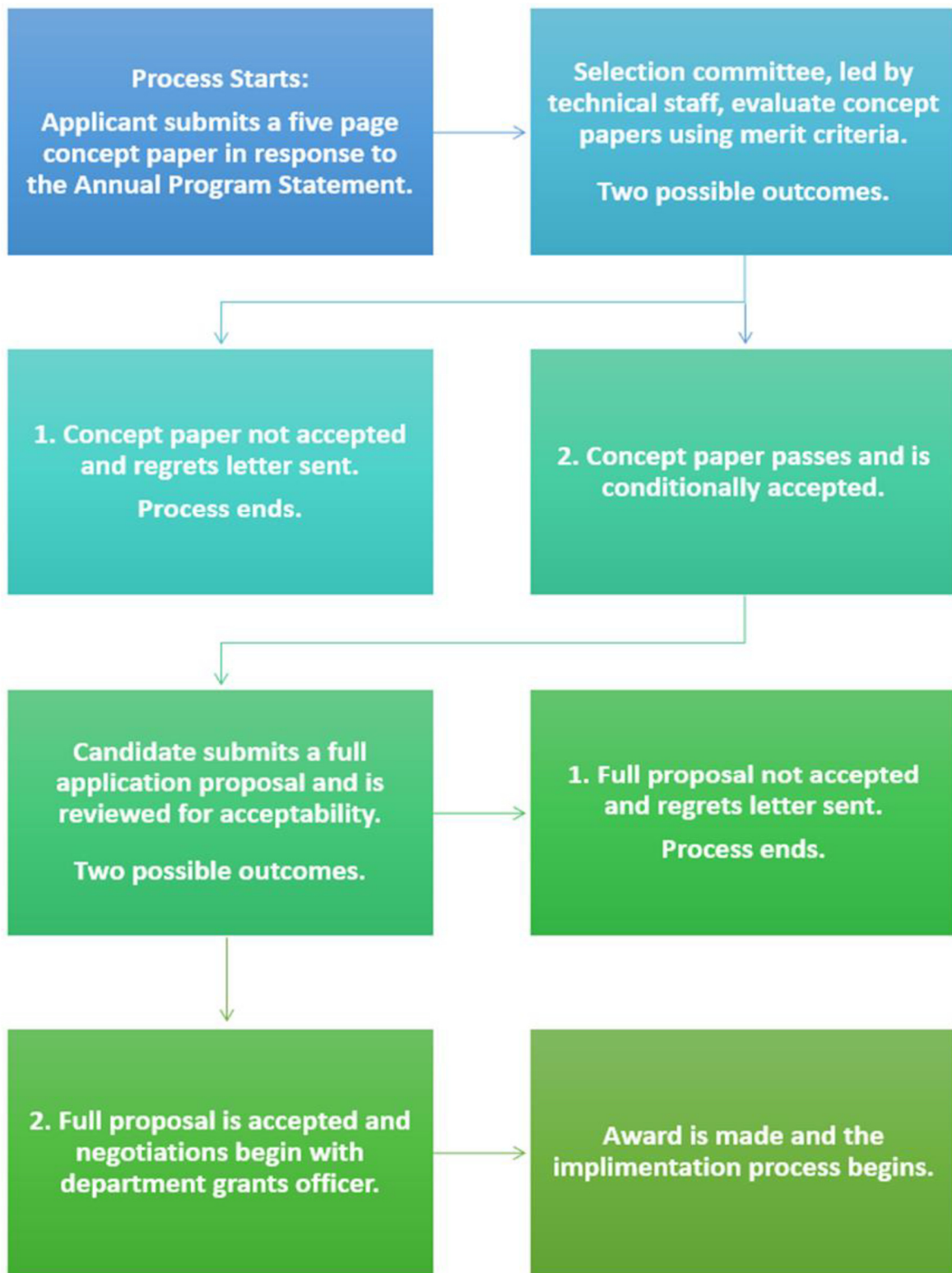
H.1. Monitoring Site Visits

A monitoring site visit, at least once during the lifetime of a grant, is required by Department of State grant policy. The site visit is conducted to gather additional information on the recipient's ability to properly implement the project, manage E/GP funds, and share substantiating document for programmatic, indicator, and financial reporting. Specifically, the site visit will involve the review of the programmatic progress (progress on activities, sub-recipient/consultant work, data quality, etc.) as well as administrative and financial management and controls.

H.2. Intellectual Property

Intellectual Property is discussed in 2 CFR 200.448. In general, awardee(s) may elect to pursue ownership of intellectual property that is developed as a result of an award of this APS. In such cases, DOS would retain a nonexclusive, non-transferable, royalty-free license to use any such intellectual property.

APPENDIX 1 –Flow Chart of The Fund APS Submission and Review Process



APPENDIX 2 – Monitoring and Evaluation Information and Guidance

Successful monitoring and evaluation depend heavily on setting clear goals and outcomes at the outset of a program. Evaluation plans should include a description of the project objectives, anticipated project outcomes, and how and when those outcomes will be measured (performance indicators). The more that outcomes are "smart" (specific, measurable, attainable, results-oriented, and placed in a reasonable time frame), the easier it will be to conduct the evaluation. You should also show how your project objectives link to the goals of the program described in this APS.

The M&E plan should clearly distinguish between program outputs and outcomes. Outputs are products and services delivered, often stated as an amount. Output information is important to show the scope or size of project activities, but it cannot substitute for information about progress towards outcomes or the results achieved. Examples of outputs include the number of people trained or the number of seminars conducted. Outcomes, in contrast, represent specific results a project is intended to achieve and is usually measured as an extent of change. Findings on outputs and outcomes should both be reported, but the focus should be on outcomes.

Organizations should assess the following four levels of outcomes, as they relate to the program goals set out in the APS (listed here in decreasing order of importance):

1. Number of people benefiting from the activities/response.
2. Private sector resources leveraged.
3. Impact on local attitudes towards the United States.
4. Institutional changes, such as increased collaboration and partnerships, policy reforms, new programming, and organizational improvements.

Consideration should be given to the appropriate timing of data collection for each level of outcome. For example, satisfaction is usually captured as a short-term outcome, whereas behavior and institutional changes are normally considered longer term outcomes.

E/GP recommends proposals include a description of a methodology to use to link outcomes to original project objectives. The Bureau expects that recipient organizations will track participants or partners and be able to respond to key evaluation questions, including satisfaction with the program, learning as a result of the program, changes in behavior as a result of the program, and effects of the program on institutions (institutions in which participants work or partner institutions). The evaluation plan should include indicators that measure gains in mutual understanding as well as substantive knowledge.

E/GP may add standardized indicators and corresponding data collection questions to application M&E plans. Therefore, proposed performance M&E plans and data collection instruments should be flexible enough to incorporate those once established.

The project should monitor and report on performance indicators that are specific, measurable, achievable, reasonable, and time-bound. Establish, where possible, performance baseline data and expected performance targets for each expected result, and include details on what sources

of data will be used to document performance, how the indicators will be measured, frequency of measurement, and units of measure. Where possible, indicators should also allow for sex disaggregation.

All applicable indicators and outcome metrics should be included in the proposal and subsequent to the award, routine, periodic reporting all outcomes will be required. Implementers will be responsible for quarterly reporting on each performance indicator included in the award agreement as well as analysis of progress or impediments to reach indicator targets.

Overall, the quality of the monitoring and evaluation plan will be judged on how well it does the following:

1. specifies intended outcomes;
2. gives clear descriptions of how each outcome will be measured;
3. identifies when particular outcomes will be measured; and
4. provides a clear description of the data collection strategies for each outcome (i.e., surveys, interviews, or focus groups).

Please note that evaluation plans that deal only with the first level of outcomes [satisfaction] will be deemed less competitive under the present evaluation criteria.

The DOS takes into consideration the quality of data reported by grant recipients as part of the award activities, therefore applicants should be aware that recipients will be subject to data quality assessments.